Defense Civilian Personnel Data System (DCPDS) and The Personnel–Payroll Interface

SLDCADA/DCPS/DCPDS USER CONFERENCE

2 – 4 December 2003

Customer Profile

1,250 Activities (Separate UICs)
Over 184,000 employees serviced

OVERVIEW

- What is DCPDS
- DCPDS Features
- Payroll Reverse Interface
- DCPDS System Problems and workarounds
- How HR is Organized
- DCPS/DCPDS Interface - How it works
- 500 Character Format
- Handling of Packages
- Reporting Problems
- Pay/Pers Recon
- Foreign Entitlements
- Conclusion
- Questions

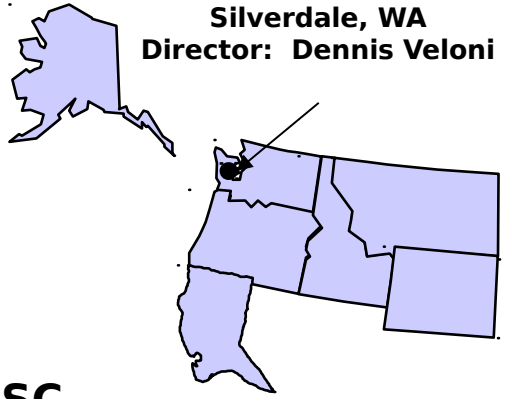
Human Resources Triad

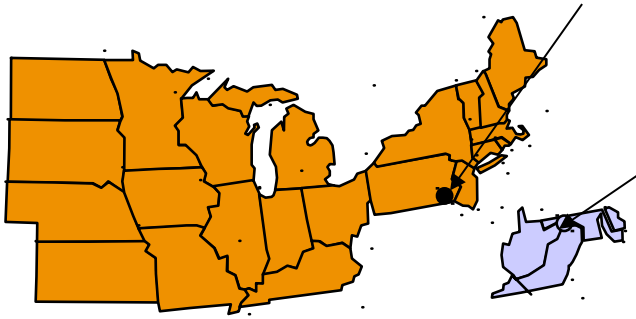
Activity Management

HUMAN RESOURCES SERVICE CENTERS

HRSC Northwest
Silverdale, WA
Director: Dennis Veloni

HRSC Northeast
Philadelphia, PA
Director: John Conwell

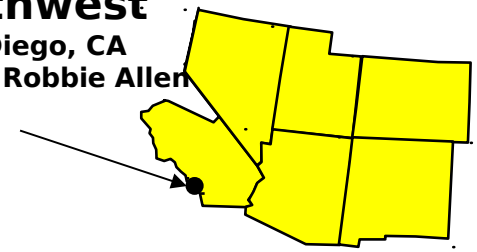


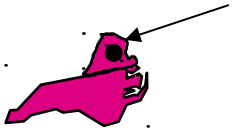


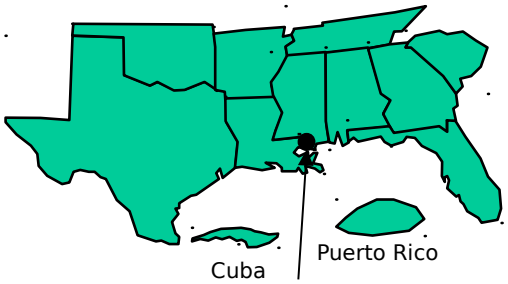
HRSC Southwest
San Diego, CA
Director: Robbie Allen

DON HRSCs

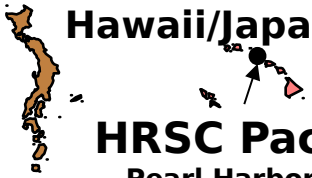
HRSC East
Norfolk, VA
Director: Bill Jackson







Hawaii/Japan/Guam

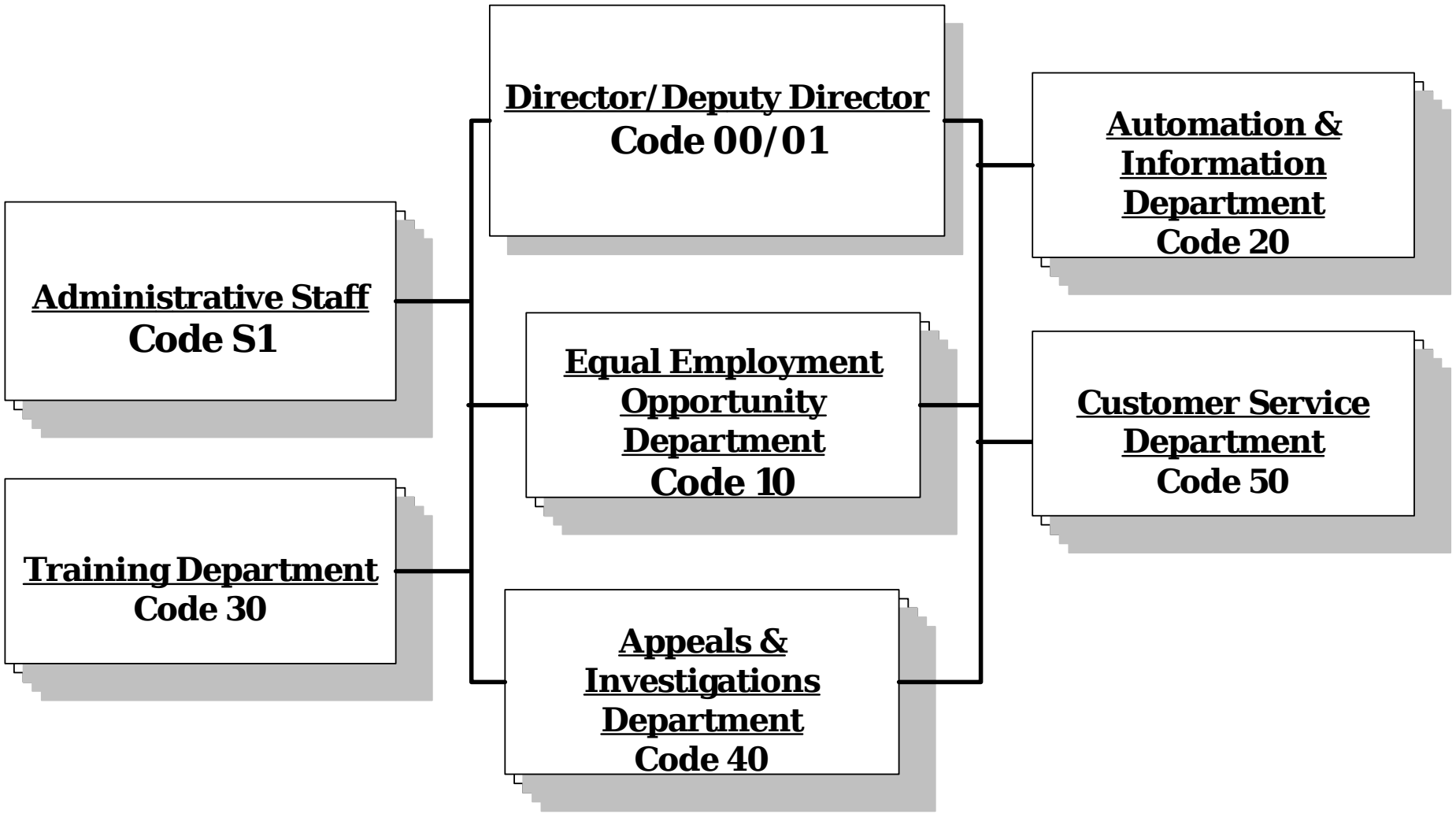


HRSC Pacific
Pearl Harbor, HI
Director: Jeff Wataoka

HRSC Southeast
Stennis Space Center, MS
Director: Tim Berryhill

HRSC Europe
London, UK
Director: Rondy Waye

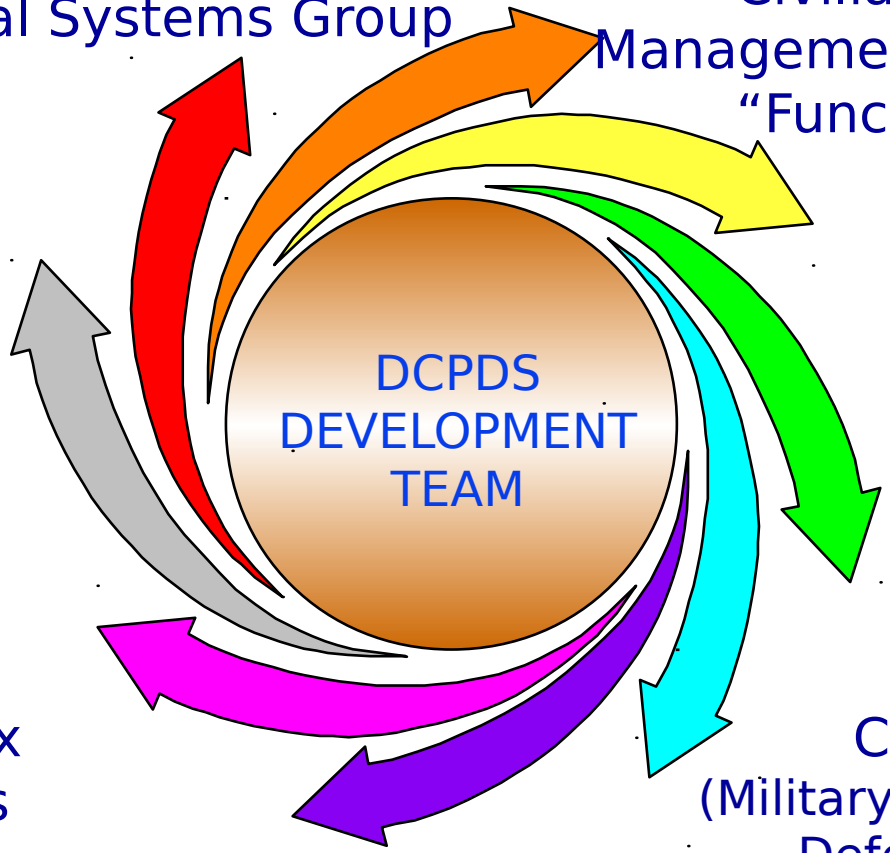
HRSC
Organization Chart



Defense Civilian Personnel Data System (DCPDS)

CDA/Lockheed Martin
Oracle Federal Systems Group

Civilian Personnel Management Service (CPMS) "Functional Team"



Oracle Experts

Resumix Experts

Components
(Military Departments and Defense Agencies)

WHAT IS DCPDS?

- HR System for DOD Employees
- Integrated Database (ORACLE HR, Resumix, and Oracle Training Administrator - OTA)
- DOD Mandated System
- Uses State-of-the-Art Technology (Web based application)

FEATURES FOR PERSONNELISTS

- Date Tracking - A look back in time
- Relational Database, no 5000 character limit
- No limit on occurrences

NEW FEATURES FOR PERSONNELISTS

- View Payroll Transactions Immediately
- Easily Obtained Payroll Interface Report
- Pay Application Data (PAD)
  - Employee Address Information

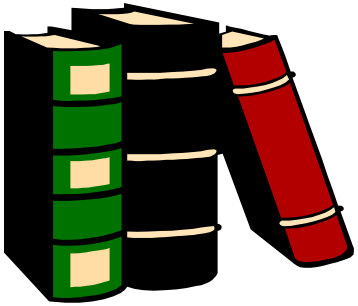
PAYROLL REVERSE INTERFACE

- Non-pay Hours
- Non-pay Days
- Intermittent Hours / Days
- Part Time Hours Worked
- Hours Left To Work
- Salary Left To Earn
- Separation Tracking

DCPDS SYSTEM
PAY PROBLEMS & WORKAROUNDS

- DCPDS/DCPS INTERFACE ISSUES REPORTED BY THE HRSCs TO THE OCHR PAYROLL POC
- CPMS NEGOTIATES WORKAROUND WITH DFAS
- WORKAROUND NOTICE GOES TO ALL AFFECTED PARTIES

PAYROLL INTERFACE TOOLS



- Payroll Advisory Letters (PAL)
- DCPS View Access
- CSR Manual -- http://dfas4dod.dfas.mil/systems/dcps
- DCPDS User's Guide Module 8 -- Payroll Interface Management http://www.cpms.osd.mil/regmod/index_enterprise.html

DCPDS FUNCTIONALITY

PAYROLL INTERFACE

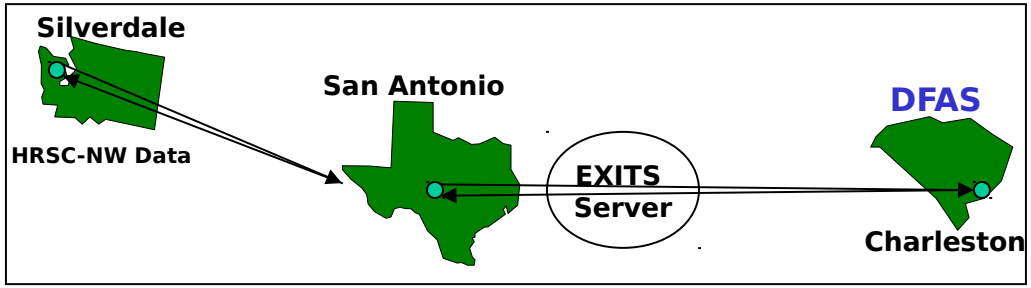
- Payroll package delivery *from* DCPDS to DFAS
- Reverse Interface from DFAS *to* DCPDS

Example

Payroll package sent from HRSC-NW to the EXITS server

EXITS server sends payroll package to DFAS

Opposite process for Reverse Payroll Interface



PAYROLL INTERFACE
OUTPUT OF A PAYROLL RECORD

- Keys to output a payroll action are:
  - Servicing Agency
  - Payroll Interface Flag
  - Payroll Office ID (CH, CY, FF, DA)

PAYROLL INTERFACE 500 CHARACTER FORMAT (PAY500)

- Produced for each pay action
- Shows each personnel action flowed thru the interface (DCPDS to Payroll)
- Helpful when researching rejects/interface problems

PAYROLL INTERFACE HANDLING OF PACKAGES

- DCPS produces a “Return to Personnel” file and sends to DCPDS for processing
  - DCPDS produces PAYNEW
- DCPS produces a “Payroll Invalid” and sends to individual Payroll Technician for manual processing
- DCPS accepts file and updates record

PAYROLL INTERFACE "RETURNS TO PERSONNEL" FILE

- Transactions that don't pass DCPS edits
- Rejected transactions remain in a SUSPENDED mode in payroll for two pay cycles
- Actions are waiting for a correction or cancellation to the original rejected action
- If no corrective action is taken, action is deleted after two pay periods

PAYROLL INTERFACE
"PAYROLL INVALIDS" REPORTS

- An action that does not pass the DCPS Edit and is not returned to personnel

- Payroll works this report due to known problems with interface on DCPS side

PAYROLL INTERFACE
HOW DO WE KNOW WE HAVE A PROBLEM?

- HRSC reviews NPA
- Pay500 not complete or incorrect data
- Payroll calls the CSR or HRSC
- PAYNEW is received
- CSR calls the payroll office or HRSC
- Employee or Timekeeper calls the CSR or HRO

PAYROLL INTERFACE
STEPS FOR PROBLEM RESOLUTION

- Review DCPDS input and Employee Record
- Research the Pay500 to ensure action flowed to payroll
- Input corrections ASAP if problem is caused by erroneous input in personnel
- Report inability to see new hire/action in DCPS to HRSC Pay POC
- If problem cannot be resolved, it is reported to OCHR-Pay POC via HRSC

PERSONNEL – PAYROLL RECONCILIATION

- The process of matching data in DCPDS and DCPS
- Essential to ensure accuracy of employee pay and benefit participation
- Identifies system shortfalls in both systems
- Process and effectiveness reviewed by DOD-IG, GAO, and Agency HQs

PERSONNEL – PAYROLL RECONCILIATION

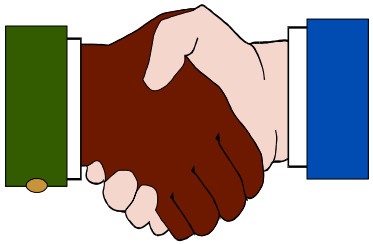
- Processed at least 3 times a year
- Recon schedule varies by service
- Reconciliation should be accomplished within 2 pay periods after receiving the reports
- Time sensitive data

PAYROLL INTERFACE
FOREIGN ENTITLEMENTS

- Living Quarters Allowance
- Post Allowance
- Danger Pay
- Imminent Danger Pay
- Separate Maintenance Allowance
- Post Differential
- Home Leave

PAYROLL INTERFACE CONCLUSION

- DCPDS works/features facilitate research of pay problems
- Payroll Interface works
- All users must be trained on the process
- All must work together for the common goal of paying employees accurately and timely



QUESTIONS